



Northern Peninsula Area Regional Council

Employment Package

MECHANICAL WORKSHOP MANAGER

Employment Opportunity

Northern Peninsula Area Regional Council is seeking applications from suitably qualified, motivated, and experienced people for the position of Mechanical Workshop Manager.

The position main objective is to ensure efficient and effective delivery of all aspects of Northern Peninsula Area Regional Council Mechanical Workshop. The role will actively work towards the achievement of operational and corporate planning objectives while monitoring and responding to daily operational demands. The role is responsible for initiation, implementation and delivery of all workshop strategies including, but not limited to running an efficient and safe workshop to ensure optimum utilisation of Council's vehicle fleet, plant and equipment.

About you

- Coordinate automotive repair and maintenance services to obtain maximum utilisation of Council's fleet to prevent operational delays in other departments.
- Ensure the Council's vehicle fleet complies with environmental laws and government regulations.
- Implement processes and schedules to keep the Workshop, equipment, garage, and storage facilities clean and maintained,
- Prevent operational delays in repairing equipment.
- Assign, plan, and direct work schedules of staff.
- Ensure that the mechanical service personnel work in accordance with Council policies, procedures, and other applicable laws.
- Prepare, document, and implement customer service standards for the reliable turnaround of Council fleet repairs and maintenance to assure maximum efficiency and productivity in repair and maintenance services offered.
- Develop, document, and improve comprehensive Quality Assurance policies, procedures, and systems in consultation with key stakeholders.
- Address complaints and resolve problems raised by employees using Workshop services.
- Manage and report on the Mechanical Workshop operational budget.

- Assess and report on vehicles and equipment considered for acquisition based on such factors as operational performance, costs of operation and maintenance, operational safety, and compliance with environmental laws and regulations.
- Direct and approve procurement of all types of automotive equipment and materials, supplies, and parts required to maintain automotive equipment, garages, and storage facilities.
- Ensure that plant consumables and spare parts are maintained at required levels.
- Prepare, implement, and manage preventive maintenance schedules to minimise vehicle fleet, plant, and equipment downtime.
- Provide mechanical and maintenance advice to all employees in connection with the plant/vehicle under their control.
- Build a culture of quality, teamwork and continuous improvement in the mechanical Workshop underpinned with adherence to sound policies, procedures, and processes.
- Prepare and implement Toolbox Talk schedules and staff meetings.
- Prepare monthly divisional reports and general correspondence as required.
- Participate in the induction, recruitment, and training of employees, including the delivery of in-house training programs.
- Training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees.

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Location:

Bamaga, Northern Peninsula Area QLD

Remuneration:

\$91,914 per annum plus superannuation

Benefits:

- Fixed Term (3-year contract) Full time
- 38 hour per week position
- 5 Weeks Annual Leave
- 12 – 15 Days Sick Leave
- Long Service Leave
- Accommodation and Relocation only for external candidates upon successful appointment

Who to Contact:

Kawia Sunai, Human Resources Adviser on 07 40486600 or hrdepartment@nparc.qld.gov.au

How to Apply:

Before applying, please read the position description to complete the application. Your application should have detailed responses to the questions which relate to the selection criteria within the role description and submit your application to hrdepartment@nparc.qld.gov.au a copy of the following:

1. Cover Letter and Resume
2. The responses to the selection criteria outline below to address in your cover letter are:

Selection Criteria:

1. Relevant Qualification in Automotive/ Mechanical trade (Diesel Fitter) is mandatory with a minimum five years of related work experience, or an equivalent combination of experience and education.
2. Current class C driver's licence (HR driver's licence would be advantageous).
3. Ability to effectively repair and maintain Councils plant, machinery, and equipment.
4. Proven leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce.
5. Proven experience in contributing to budget preparations, managing budgets, reporting on budget variations, and analysing financial information to assess opportunities for cost savings.
6. Ability to manage accounts, invoicing, budgets, stock/ inventory control, sourcing and ordering parts.
7. Demonstrated interpersonal and communication skills both oral and written communication skills with the ability to prepare succinct reports.
8. Ability to write and interpret reports and work plans, with sound knowledge of MS Office Suite.
9. Demonstrated behaviour which supports a diverse, equitable and safe workplace practices.
10. Demonstrated ability to monitor vehicle fleet costs and analyse data to improve efficiency of Council's plant fleet.
11. Demonstrated ability to assist staff to analyse, diagnose and solve mechanical problems, time management and organisational abilities.
12. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or Aboriginal and Torres Strait communities would be highly regarded.

Your candidate suitability is determined by your responses to the selection criteria.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Application Closes: Monday, 28 September 2020 11:59PM